



*“Advancing and Stretching
Your Knowledge”*

Human Resource Institute

Total Compensation (Compensation Focus) Courses

Courses:

Contact Hours:

Advanced Access	3.25
Advanced Excel	3.25
Advanced Compensation	13
Advanced Consulting Skills	6.5
Advanced Metrics/Statistical Analysis/Demographics/ Surveys	6.5
Basic Payroll Accounting	3.25
Commonwealth Integrated Payroll & Personnel System (Introductory Leave)	6.0
Financial & Budgeting Concepts	6.0
Financial Management Training	16
Fundamentals of Benefits	13
Introduction to the Commonwealth Personnel Management Information System (PMIS) or equivalent	6.5
Leave Policies	3.25
Overview of Total Compensation	3.25
Salary Survey Tools and Trends	3.25
VSDP and Workers' Compensation Basics	3.25

